

100% GOVERNMENT PHOTO ID CHECK TO  
ENTER THE BUILDING  
Center Hours of Operation:  
Monday - Friday  
8:30am - 4:30pm



2000 14th Street NW - 3rd Floor  
Washington DC 20009  
202-442-4577  
www.dcnetworks.org

NorthWest

Unemployment Compensation:  
Monday- Friday 8:30am 4:00pm

March 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	2	3	4	5	6
Week 2	9	10	11	12	13
Week 3	16	17	18	19	20
Week 4	23	24	25	26	27
Week 5	30	31			

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:00	Get to Know Your American Job Center (Orientation)	Get to Know Your American Job Center (Orientation)	Get to Know Your American Job Center (Orientation)	Get to Know Your American Job Center (Orientation)	No Workshop
11:00- 1:00pm	Navigating DCNetworks <b>And</b> Successfully Submitting Online Job Applications	Smart Resume; Tips, Tools and Techniques And Cover Letter (Part 1)	Create A Smart Resume (Part 2)	The Conversation That Gets the Job (Interviewing Skills)	No Workshop
2:30 - 4:00	Posting Your Resume IN DCNetworks.org	Individualized Work Readiness Assistance (By Appointment Only)	Resume Review (By Appointment Only)	Mock Interview (By Appointment Only)	No Workshop
					No Workshop

### Workshop Attendance Policy

First Come, First Serve Seating - Seating capacity strictly enforced  
Doors will be closed and session will begin at scheduled start time.

**Please read back for workshop description and requirements**

*Although DOES makes every effort to maintain our schedules as assigned, session times are subject to change without prior notice*

**REGISTRATION IN DCNETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.**

You can register at [www.dcnetworks.org](http://www.dcnetworks.org)

## **Workshop Descriptions**

### **Get to Know Your American Job Center (General Orientation)**

This session is designed to provide participants with general information and services provided by the Department of Employment Services and the American Job Center programs which includes an overview of scheduled Workshops.

**Smart**

### **Resume: Tips, Tools and Techniques & Writing a Professional Cover Letter**

A well-written cover letter can increase the chances of an employer viewing your resume. Learn how to write a professional cover letter that best represents your skills and strengths applicable to your desired position. Your resume is your first impression. Learn how to structure your resume in a way that will stand out to employers. Discussion will include strategies on how to cater your resume to the job description, different resume style and using key words and phrases.

### **The Conversation That Gets the Job (Interviewing Skills)**

Market your skills to the employer and prepare for a professional interview. Learn about panel interviewing, what not to say during an interview, and what to do after the interview is over.

### **Navigating DC Networks**

Learn the best strategies to connect with employers and their job postings online through DC Networks. This session will provide you with necessary information to assist you in putting your best foot forward online. Find out about tools that will help you show employers who you are, alert you when new jobs are posted and improve your job search.

### **Successfully Submitting Online Job Applications**

Participants will learn tips on how to increase their chances of their application being selected by an employer for an interview.

### **Create A Smart Resume:**

Now that you've learned how to create a smart resume, let's get to work in the computer lab! Get assistance with creating, editing, and modifying your resume using DCNetworks.org. (Prerequisite: Smart Resume: Tips, Tools, and Techniques)

## **Partner Services**

### **Vocational Rehabilitation Services**

Customers must have a center referral before meeting with the Vocational Rehabilitation Representative, please see a Workforce Specialist to obtain the referral.

### **Department of Health and Human Services**

Are you in need of signing up for or re-certifying for Temporary Assistance for Needy Families, Food Stamps, Child Care Vouchers and/or Medicaid Insurance? Please visit a DHS representative and Wednesday, 9am-4pm, to sign up for or re-certify for Temporary Assistance for Needy Families (TANF), food stamps, child care vouchers and/or Medicaid. Feel free to contact the main desk (202) 442-4577 with additional questions.

*Staff may also connect job seekers with possible referrals to services that are offered in the community, including services for people with disabilities, mental health services, literacy/ESL/LEP services, etc...*